

## **ASHI CONTINUING EDUCATION**

### **General Education Statement**

In general, education in the inspection industry can be viewed as follows: Education which should provide a fundamental and/or an advanced understanding of subject matter relevant to the home inspection profession, and can be comprised of both technical and business related subjects. Education may be accomplished from an established classroom environment with live instructors, videos, appropriate props for hands-on experience, testing for progress measurement, and a final examination for comprehension and retention, or by means of a home study or online course meeting the same criteria. There should be a minimum passing score defined and the student advised prior to beginning the class. Continuing Education may be delivered in seminars or conferences, which are controlled and taught by qualified instructors. These subjects should be considered technical in nature.

### **TERM DEFINITIONS:**

**Continuing Education** – ASHI requires 20 continuing education hours (CEs) per renewal year.

**Continuing Education Hour** – One continuing education session or classroom hour comprised of a minimum of 50 minutes of instruction.

**Contact Hour** – One continuing education session that allows interaction between the presenter and the participant for a minimum of 50 minutes.

**Conferences/Seminars** – Live instructor-led continuing education delivered in hands-on, classroom or lecture type format. Conferences and seminars do qualify for ASHI Continuing Education credit with proof of attendance.

**Distance Learning Programs** – Distance learning programs are designed for the purpose of study outside the normal classroom or seminar environment. Home study and online courses fall into this category and can qualify for credit, but are subject to the following requirements:

- Sufficient material to properly cover the subject being studied.
- Full study and administrative instructions for the participant included as part of the package.
- Section, chapter and final examination questions be designed to cover the material being studied; a passing grade of 75% must be achieved, and examinations will be graded by the course owner.

- A certificate of completion will be issued for satisfactory completion of the course.
- An estimated number of anticipated hours needed to complete the course.
- Credits will be awarded only with the presentation of a certificate of completion of the entire course or sections, e.g., Heating, Electrical, Plumbing, Structure, etc., if the sections contain the above items.
- For review of any Distance Learning program for pre-approval of ASHI CE credit, a full set of materials must be sent to ASHI for review. It is recommended that the full course be evaluated by the ASHI reviewer before credits are issued.

**ASHI Approved Courses** – The number of credits awarded for taking the courses will be reflected in the published course brochure as approved by ASHI staff with support from the Education Committee. Pre-approved courses can be marketed as such pursuant to the guidelines set forth in the approval letter. Verification of attendance (certificate of attendance) shall be provided by the education provider to the student.

**ASHI Pre-Approval of Continuing Education Programs**

The ASHI request form must be completed as requested on the top of the form. Incomplete forms will delay the review and awarding of technical credits. When a session, seminar, class or activity date has passed before the application for credits is submitted to ASHI, **no retroactive credits will be issued.**

**Calculations for Credit Awards for Seminars, Classes, etc.**

- One credit will be given for 50 to 60 minutes of instructional contact (this has been and is today a standard accepted by numerous professional organizations).
- No credit will be given for fractions of an hour.
- No credit for lunch.
- No credit for breaks.
- No credit for exam time.
- No credit for extra reading of text or preparation material.